



Desk Clerk (Seasonal)

Announcement # M-83111

Salary: \$9.50 - \$11.50 per hour Series/Grade: NF 1173 01

Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: Navy Recreation Center Solomons

OPENS: January 19, 2011
CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

6 SEASONAL FLEXIBLE POSITIONS (0 – 40 HOURS PER WEEK)

TO APPLY: Download forms on <http://www.cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.* Direct inquiries to: 301-342-7656.

DUTIES AND RESPONSIBILITIES:

Accepts reservations, registers guests, assigns rooms, issues keys, calculates and posts all charges to guest's account, presents statement, collects payments, maintains records, manually and/or on a personal computer. May answer telephone or operate telephone system. Relays messages to guests. Advises manager of any maintenance or guest problems. May sell retail merchandise. Answer questions about location of activities and tourist attractions in the immediate area. Performs other related duties as required.

QUALIFICATIONS:

Six months related experience preferred. Ability to operate a computer to accomplish related desk work. Knowledge of cash handling techniques. This position requires availability nights, weekends and holidays. Must be able to gain access to base computer system, if applicable.

SPECIAL REQUIREMENTS: This position is subject to completion of a satisfactory background check.

Visit our web site: <http://www.cnic.navy.mil/NDW/About/Jobs>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site: <http://www.cnmc.navy.mil/NDW/About/Jobs>